United Nations ST/SGB/2003/19

Secretariat

9 December 2003

Secretary-General's bulletin

Basic security in the field: staff safety, health and welfare (Interactive online learning)

The Secretary-General, for the purpose of minimizing risks and providing greater protection to all staff, in particular staff members operating in hazardous situations, promulgates the following:

Section 1
Purpose

The purpose of the present bulletin is to announce the introduction of a system-wide, self-administered learning programme entitled "Basic security in the field: staff safety, health and welfare", approved by the United Nations System Chief Executives Board for Coordination.

Section 2
Learning programme

2.1 The learning programme, broken down into six modules, provides basic training on various aspects of personal safety, health and welfare. It is designed to raise staff members' level of awareness of possible threats, whether in the field or at home. It also provides practical guidance to staff members on what can be done to prevent, avoid or reduce risks, and how to react in the event of actual danger, threat or injury.

2.2 In order to strengthen security awareness, the learning programme is mandatory for all staff members. Individual contractors performing functions similar to those of staff members are strongly encouraged to avail themselves of the learning programme.

2.3 The learning programme and related information and instructions for its completion are available in English and French and can be found on the Office of the United Nations Security Coordinator (UNSECOORD) web site on the United Nations Headquarters Intranet.[1]

[1] To access the UNSECOORD web site on the United Nations Intranet, click on UN Departments, then on Office of the United Nations Security Coordinator.

03-64769 (E) 111203

2.4 Copies of the programme in CD-ROM format have been distributed to all United Nations offices.

Section 3
Implementation

3.1 The United Nations uses five different security phases, based on the prevailing conditions in a given country or in parts of a country. When a particular security phase is declared, a number of security measures appropriate to the situation are implemented. All staff working in or travelling to a duty station where a security phase is in effect will be required to complete the learning programme by 15 January 2004. No travel authorization to such a duty station shall be issued after that date to individuals who have not completed the programme.

3.2 All other staff members must complete the learning programme as soon as possible and no later than 31 March 2004.

3.3 Upon successful completion of the programme, a final test certificate is issued. A copy of the final test certificate should be retained by each staff member and a copy placed on the official status file.

3.4 Heads of departments and offices are responsible for ensuring completion of the learning programme by their staff and others for whom they are responsible, including by providing appropriate time and resources.

Section 4
Final provisions

The present bulletin shall enter into force on 9 December 2003.

(*Signed*) Kofi A. **Annan**
Secretary-General